****

Huntsville First United Methodist Church

Assistant Director of Children’s Ministries

Job Description

Hours: Part time, 20/week including 4 on Sunday

Supervisor: Director of Children’s Ministires

Overview: The Assisant Director of Children’s Ministries will provide administrative and educational support to Children’s programs and shall support the mission statement of Huntsville First United Methodist Church

Position Duties and Responsibilities:

* Gather and prepare supplies for Sunday morning small groups.
* Make purchases of supplies as directed.
* Serve as a host for Children’s church, weekly.
* Design crafts and activities for each age level based on the curriculum, as needed.
* Decorate age level environments to include stages (as needed), hallways, classrooms and bulletin boards to communicate the monthly theme.
* Serve as a Sunday substitute leader as needed.
* Using preschool curriculum, create a lesson for Children’s Church on a weekly basis.
* Be present on Sunday mornings (8:00-12:15) making sure all classrooms and environments are ready for children. Assist Director with check-in set-up.
* Help ensure environments are cleaned and ready for use each Sunday.
* Attend a one hour planning meeting each week with Director of Children’s Ministry.
* Other duties as assigned